

10 April 1974

MEMORANDUM FOR: PRG/IC

SUBJECT : KEP Progress Report

1. Following our conversation on 9 April when we compared notes of instructions from our respective chiefs, I learned that is anxiously awaiting a "KEP Progress Report" with which to reassure Mr. Colby of the do-ability of the KEP process and to apprise him of the progress to date as well as provisional plans for future reports.

2. Accordingly the following is suggested as a possible outline for the required progress report:

I. A paragraph or two setting forth the process and schedule for the accomplishment of Section A, B, and C. This should be followed by a summary of what has been accomplished as of ____ April and a statement or so of when the remaining sections are expected.

II. Some comments on the content and form of the completed sections (any new ideas generated from the submissions received should be identified).

III. A paragraph or so addressing the reporting schedule and content of the Interim and Final reports promised by the official KEP document (I have a reasonably well-developed outline of proposed content of the final report--copy attached.)

IV. Comments on the KEP process and procedures as exemplified by sections received to date. Where we should probably set out the anticipated difficulties posed by the introduction of current intelligence as a "final" product addressing a KIQ and the management

costs of implementing process. In the latter sense we should make the point that much of the man hour costs so glibly thrown about by [] and [] are investment costs and that successive iterations would be considerably less costly. Successive iterations should require less management effort simply because of learning.

STAY

3. [] tells me that this Progress Report should be in [] hands by close of business Friday, 12 April.

[]

STA